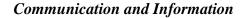
# BY ORDER OF THE INSTALLATION COMMANDER

WHITEMAN AIR FORCE BASE INSTRUCTION 33-301

11 JUNE 2013



VITAL RECORDS AND DISASTER PLAN



# COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Chad A. Rogers)

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management* and provides guidance on to prevent damage of records and how to recover records if necessary. This instruction applies to all Whiteman Air Force Base (AFB) personnel and tenant units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <a href="https://www.my.af.mil/gcss-af61a/afrims/afrims/">https://www.my.af.mil/gcss-af61a/afrims/afrims/</a>.

1. Overview. This plan outlines actions to take to prevent damage of records and how to recover records if necessary. All records maintained by the 509th Communication Squadron Knowledge Operations Management (509 CS/SCXK) office are important and every possible preventive measure should be taken to prevent damage to all records. The following are considered vital records and are marked as such in AFRIMS. These records will be marked by writing the word "VITAL" or "V" for easy identification if they are being kept in paper. Electronic Vital Records will be marked with the word "VITAL" after the title. Vital records must be backed up and stored in two geographically separated locations to ensure restoration capability during times of disaster.

# 2. Contingency Planning And Risk Assessment.

2.1. The vital records and records disaster mitigation and recovery programs relate to emergency preparedness. Contingency planning is critical to laying the foundation for both

programs, and appropriate agency staff should be involved in this process. The planning provides a forum for dealing with the following issues:

- 2.1.1. Determining the most critical activities that 509th Communication Squadron (509 CS) must perform if it must operate under other than normal business conditions and in a facility other than its normal place of business.
- 2.1.2. Identifying which records are required to support those critical activities and the reconstitution of normal operations.
- 2.1.3. Identifying which records series or electronic information systems contain information necessary to protect the legal and financial rights of the agency and persons affected by the agency's actions and preserving copies of such records.
- 2.1.4. Establishing and implementing a plan to recover records (regardless of the medium of recording) that are damaged in an emergency or disaster.

#### 3. Disaster Prevention.

- 3.1. **Monitoring of Temperature/Humidity Control Equipment.** 509 CS/SCXK currently maintains records in the form of paper and electronic. Preventive maintenance should be performed by the 509th Civil Engineering Squadron (509 CES) to ensure equipment does not fail. The building manager will be contacted immediately when the discovery of equipment failure has been determined.
  - 3.1.1. **Safe Storage of Records.** To ensure safe storage of records, certain procedures will be followed. Records will not to be stored less than six inches from ceilings or suspended lights or eighteen inches from sprinkler heads. Records will not be stored in contact with electrical or fire alarm systems or where they will obstruct any exit access panel, air conditioning duct, or fire extinguisher. Precaution will be taken while eating and drinking around records. The base records management (BRM) periodically inspects the staging area and if there are any roof leaks or signs of the presence of rodents or insects, they will be reported immediately to the appropriate base agency to correct the situation to ensure the safe storage of records.
  - 3.1.2. **Fire Prevention.** Fire prevention procedures must constantly be in effect. Good housekeeping, constant monitoring, and prompt elimination of fire hazards are essential. There will be no smoking while dealing with records. All flammable solvents must be kept out of records storage areas. Trash must not be allowed to accumulate. 509 CS/SCXK staff members are expected to become familiar with the location and operations of fire alarms, emergency exits, and evacuation routes. Also, the members should become familiar with the use of fire extinguishers. If any one needs training contact base fire department to get on job training (OJT).
  - 3.1.3. **Monitoring for water leaks.** Personnel must be aware at all times to detect and correct any possible water leaks. If necessary, plastic sheeting is to be immediately placed on the top of the file areas near the leak. Pails and buckets may be needed to collect water. Constant monitoring of the situation is needed to see if additional leaks occur and to empty pails. If records are getting damaged by leaking water, remove them to a safe, dry area.

3.1.4. **Evacuation Plans**. All 509 CS/SCXK staff members are expected to become familiar with the location and operations of emergency exits, evacuation routes, and fire alarms. They are also required to notify their supervisors immediately of any potentially dangerous situations. All personnel assigned to the 509 CS will evacuate the building at the closest exit and meet at the softball field for accountability.

# 4. Plan Of Action For Emergency Situation

- 4.1. **Floods.** If a warning of impending flood is announced or ominous conditions are observed, a supervisor should be immediately notified. If necessary, an order for a quick and orderly evacuation of all staff members to a given area within the building will be given. Usually there will be enough time to properly protect records and resources. In case of water leakage, protect records by placing them high off the floor and placing plastic over file cabinets. 509 CS is not situated within a flood plain area; however, during periods of extremely heavy rain, conditions should be monitored to observe for the signs of flooding, blocked sewers, or other water-related problems.
  - 4.1.1. **Fire.** Any staff member who discovers a fire will promptly alert the proper authorities through the use of the nearest fire alarm pull station (fire alarm box) and to notify all personnel in the building to evacuate. The utmost important safety precaution is to ensure the safety of human life. If dialing can be safely accomplished, notify emergency personnel of the location and severity of the fire, and the name of the person who sounded the alarm.
    - 4.1.1.1. The first step taken after a fire disaster has occurred is to insure that the building is safe to enter before any attempts should be made to salvage records. If the air conditioning system still works, it should remain on. It is imperative to bring the temperature and humidity down, as mold will appear within 48 hours in unventilated areas made damp and harmed by water.
    - 4.1.1.2. If any of the records have been damaged by fire, extreme caution must be used in handling them. The records will be brittle and probably wet. Pieces of paper towels or unpainted paper should be placed under each charred page before moving the item. The towel or unpainted paper serves two purposes, to absorb moisture and to provide support. The corner of the towel or unpainted paper is then used to move the document.
    - 4.1.1.3. If the volume of damaged archival records is small, the documents should be divided into three groups; those that will be packed and frozen; records that are only slightly damaged and can be fan dried or air dried right away; and those that were not damaged and need no treatment, make arrangements for possible relocation.
  - 4.1.2. **Water Damaged Materials.** Due to the necessity of immediate action, primary emphasis of this plan is on the salvage of water damaged materials. Short of destruction by explosion or fire, damage to records resulting from water is probably the most severe. Virtually any wet document can be restored if prompt and proper action is taken. Exceptions are documents which contain very water soluble ink; these documents should be microfilmed. Although the specific methods for salvaging small amounts of material may differ from the methods for salvaging large amounts, the same general procedures are used for any type of water damage (freezing or drying).

- 4.1.3. **Insects or Rodents.** To reduce the possibility of insect or rodent infestation, food and drinks should be properly stored. If records are infested with insects or rodents, the building manager will be contacted to request assistance in fumigating the area. Records that are caked with mud should be allowed to dry before attempts to remove the dirt are taken. After the records are dry, dirt and debris can be brushed off with brushes that are kept with other preservation supplies.
- 4.1.4. **Bomb Threats.** The person receiving a bomb threat should make every attempt to write down the exact words of the caller. Note the exact time the telephone call was received and when it ended. Note any speech characteristics of the caller. Each phone will have an AF Form 440, *Bomb Threat Aid*, available.

# **Table 4.1. Bomb Threat Information**

| When is the bomb set to explode? |
|----------------------------------|
| Where is the bomb placed?        |
| What type of bomb is it?         |
| What does the bomb look like?    |
| Why was the bomb set?            |

**Note:** After the call has ended, the person who received the call should immediately (but discretely) report the incident to his or her immediate supervisor. The supervisor should then immediately dial 911. Building evacuation will be directed by the Installation Commander, building manager, immediate supervisor etc.

- 4.1.5. **Severe Storm Warnings.** If a warning of impending storm (such as torrential rain, gale force winds, damaging sleet, or tornado warning) is broadcast or ominous conditions are observed, a supervisor should be immediately notified. If necessary, an order for a quick and orderly evacuation of all employees to a given area within the building will be given. Building is not situated within a flood plain area; however during periods of extremely heavy rain, conditions should be monitored to observe for the signs of flooding, blocked sewers, or other water-related problems.
- 4.1.6. **Prolonged Power Outage.** A power outage is usually a short-term inconvenience, not a major emergency. However, in the event of an extended power outage lasting more than one day, paper records may be vulnerable to damage. Paper is sensitive to changes in air temperature and to the amount of water vapor in the air. Rapid changes in temperature and relative humidity over a short period of time will accelerate the irreversible deterioration process. High temperatures and/or low relative humidity may cause textual records to become brittle and crack. High relative humidity may cause textual records to warp and promote the growth of mold and mildew. Diskettes may also be affected by rapid changes in temperature and relative humidity. In the event of a prolonged power outage, every effort must be made to maintain proper temperature and relative humidity levels. The building manager should be contacted in any case of prolonged outage. Good air circulation is important. Temperature and relative humidity

levels should be checked. If the power outage continues for an extended period, place extremely valuable or fragile records in a location that will maintain the desired temperature (70 degrees F.  $\pm$  5 degrees) and relative humidity (50%  $\pm$  7 S%). After power is restored, temperature and relative humidity should be gradually brought to normal levels.

**Table 4.2. Emergency Information Matrix.** 

| Fire Department (509th Civil    | 509th Civil Engineering                             | 509th Security Forces |
|---------------------------------|---|-----------------------|
| Engineering Squadron)           | Squadron Work Control                               | Squadron              |
| 687-4507                        | 687-6350  | 687-5666              |
| 509th Medical Group<br>687-2188 | 509th Bomb Wing Base<br>Records Manager<br>687-6171 |                       |

THOMAS A. BUSSIERE Brigadier General, USAF Commander

#### **Attachment 1**

#### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

# References

AFMAN 33-363, Management of Records, 01 March 2008

AFPD 33-3, Information Management, 08 September 2011

### Prescribed Forms

There are no prescribed forms.

# **Adopted Forms**

AF Form 847, Recommendation for Change of Publication

AF Form 440, Bomb Threat Aid

# Abbreviations and Acronyms

**509 CS**—509th Communication Squadron

**509** CS/SCXK—509th Communication Squadron Knowledge Operations Management

**509** CES—509th Civil Engineering Squadron

**AFPD**—Air Force Prescribing Directive

**AFB**—Air Force Base

AFGSC—Air Force Global Strike Command

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**BRM**—Base Records Manager

**ERM**—Electronic Records Management

FOIA—Freedom of Information Act

**OJT**—On-the-Job Training

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**RM**—Records Manager

# Attachment 2 PLAN OF ACTION CHECKLIST

| Issue  | Steps to Take  | Completed |
|--|--|-----------|
| Temperature/Humidity<br>Control<br>Equipment Failure | Contact building manager immediately   |           |
|  | If necessary, follow steps<br>outlined in prolonged power<br>outage section below.   |           |
| Issue  | Steps to Take  | Completed |
| Floods   | 1. Protect records by placing them high off the floor  |           |
|  | 2. Place a plastic sheet over file cabinet.  |           |
|  | 3. If safe to do so, monitor situation for water leakage, flooding, sewer blockage, or other related water problems                    |           |
| Issue  | Steps to Take  | Completed |
| Severe Storm Warming                                 | 1. If safe, monitor building for signs of water leakage, flooding, blocked sewers, or other water related problems.                    |           |
| Issue  | Steps to Take  | Completed |
| Fire   | 1. Alert personnel in building by pulling fire alarm   |           |
|  | 2. If safe to do so, call 911 to notify emergency personnel the location and severity of fire and name of person who pulled the alarm. |           |
|  | 3. Gather personnel as far away  |           |

|                       | as possible from building.   |           |
|-----------------------|--|-----------|
| Issue                 | Steps to Take  | Completed |
| After Fire            | 1. Ensure building is safe to reenter.   |           |
|                       | 2. If air conditioning still works, it should remain on.   |           |
|                       | 3. Handle records damaged by fire with extreme care.   |           |
|                       | 4. Place paper towels or unprinted newspaper under each charred record. Move documents with the corners of the newspaper or paper towel. |           |
|                       | 5. Divide records into 3 groups:  1. Those that will be  |           |
|                       | packed and frozen.  2. Those to be fan dried.  3. Those that need no Treatment.  |           |
|                       | 6. Make arrangements for possible relocation of records.   |           |
| Issue                 | Steps to Take  | Completed |
| Water Damaged Records | 1. Contact Base Records Manager to determine if records should be dried or frozen.   |           |
| Issue                 | Steps to Take  | Completed |
| Insects or Rodents    | 1. Contact building manager to request fumigating the area.  |           |
|                       | 2. If records are caked with mud, allow to dry before attempting to remove. Brush  |           |

|                        | away, once dried.   |           |
|------------------------|---|-----------|
|                        | Steps to Take   | Completed |
| Issue                  |   |           |
| Bomb Threats           | 1. WRITE DOWN EVERYTHING IN THE EXACT WORDS OF THE CALLER.  |           |
|                        | Attempt to obtain the following information   |           |
|                        | 1. When is the bomb set to explode?   |           |
|                        | 2. Where is the bomb placed?  |           |
|                        | 3. What type of bomb is it?   |           |
|                        | 4. What does the bomb look like?  |           |
|                        | 5. Why was the bomb set?  |           |
|                        | Once the call has ended   |           |
|                        | 1. Notify your supervisor (if available).   |           |
|                        | 2. Dial 911 to inform security police.  |           |
|                        | 3. Wait for proper authority to evacuate the building.  |           |
| Issue                  | Steps to Take   | Completed |
| Prolonged Power Outage | Contact building manager  |           |
|                        | 2. Monitor records to ensure mold/mildew are not forming on records.  |           |
|                        | 3. If necessary, contact 509 CES to acquire necessary equipment to cool building to approximately 70 degrees with |           |

| relative humidity at 50 percent. |  |
|----------------------------------|--|